



C.L. "Butch" Otter
Governor

BOARD OF CORRECTION

"Protecting Idaho through Safety, Accountability,
Partnerships And Opportunities for Offender Change"

Robin Sandy
Chairman

Carolyn Meline
Vice-Chairman

Jay Nielsen
Secretary

Board of Correction Meeting Minutes

August 20, 2008 9:00AM MT

Idaho Dept of Correction / Board Room

1299 N. Orchard St., Suite 110, Boise ID. 83706

Attendees:

Robin Sandy – Chairman
Jay Nielsen – Secretary
Andrea Bickley – Management Assistant
Debi Jessen – Administrative Assistant
Teresa Jones – Admin. Support Mgr.
Mark Kubinski, Deputy Attorney General
Gabriel Hale, ICC
Jeff Ray, PIO
Randy Blades – Warden Virtual Prisons
Richard Burns – LSO
John Hardison – Warden, ISCI
Doug Rosin – Kuna Fire District
Al Ramirez – Emergency Coordinator
Jerry Russell – Director, ISP
Rick Yzaguirre – Ada County Commissioner

Carolyn Meline – Vice-Chairman
Brent D. Reinke – Director
Pam Sonnen – Division Chief
Mary Perrien – Division Chief
Tony Meatte – Division Chief
Craig Leigh - SICI
Lindsey Young – AA1
Andrea Mihm - CCA
Jim Loucks - OPS
Judi Gregory – Human Resources
Lorenzo Washington – Policy Coordinator
Andrea Dearden – Ada County Sheriff's Office
Jeff Black – Director, POST
Gary Raney – Ada County Sheriff
Troy Hagen – Ada County Paramedics

Meeting was called to order at 10:30 a.m. MT by Chairman Robin Sandy.

Consent Agenda

- I. **Board of Correction Meeting Minutes Approval – June 25th, 2008 and July 22nd, 2008**
Presented by Administrative Assistant Debi Jessen for the Board of Correction

SECRETARY JAY NIELSEN MOVED TO APPROVE THE JUNE 25th, MINUTES. VICE CHAIRMAN CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.

VICE CHAIRMAN CAROLYN MELINE MOVED TO APPROVE THE JULY 22nd, MINUTES. SECRETARY JAY NIELSEN SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.

Regular Agenda

II. **Division Chief's Reports**
Division of Prisons – Chief Pam Sonnen

- Gary Barrier is retiring there will be a party on September 26th.
- 1 major incident at the Bill Clayton Detention Center, an apparent suicide we are working with institution and family.
- All incidents are down.

Division of Community Corrections – Chief Kevin Kempf

- PPO academy has 14 members in training, training will be focusing on risk management aspects of legal issues and Community Corrections issues. Paul has agreed take this training to all districts
- International Chiefs of Police doing video on methamphetamine and how we are assisting Boise PD. Will be shown in police agencies around the world.

Division of Management Services – Chief Tony Meatte

- Tony discussed the needs for the current fiscal year.
- Presented the priorities for general funds.

Division of Education and Treatment – Chief Dr. Mary Perrien

- RFP's are currently being scored, due to unexpected delays dates were pushed back.
- Mental health is being discussed tomorrow.
- Secure mental health facility, we have met with Dept. of Labor and getting information that will assist in the siting process and staffing requirements.
- Partnership with Health and Welfare – H&W will come into the institution prior to an offenders release and develop a case plan that provides case management and wraparound services.

Division of HRS – Manager Judi Gregory

- Turnover, Judi provided information on current vacancies to show the needs of the department.
- Presented a draft of a workforce-planning guide that has been developed and initiated.
- Training update – Gary Charland will be working with POST to make sure academies are going well and being conducted as they should be.

Director's Office – Administrative Support Manager Teresa Jones

- Teresa presented the strategic plan, Part 1 includes profiles of cases managed and performance highlights, Part 2 includes performance measures set forth in strategic plan
- Teresa gave a brief update on the 3 items submitted by the Legislative team
- Subpoena power – authorizes the Director to have administrative subpoena power for books and records i.e. phone records, text messages, email, internet
- Briefing sheet

III. Idaho Administrative Procedure Act Rules and Proposed new Policy Statement 704 – Interstate Compact – presented by Policy Coordinator Lorenzo Washington

Lorenzo discussed the proposed changes to the IDAPA rules

SECRETARY JAY NIELSEN MOVED TO ADOPT BOARD RESOLUTION FY 2009-001. VICE CHAIR CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.

Lorenzo discussed the proposed changes to Policy 704

VICE CHAIRMAN CAROLYN MELINE MOVED TO ADOPT BOARD RESOLUTION FY 2009-002. SECRETARY JAY NIELSEN SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.

IV. Signing ceremony, Memorandum of Understanding

- Al Ramirez introduced the guests that will be participating in the signing ceremonies.
- South Boise Complex Critical Incident Memorandum of Understanding was introduced.
Signed by Col. Russell, Sheriff Raney, Doug Rosin, Troy Hagen, Rick Yzaguirre and Director Reinke

- V. POST, ISP, & IDOC range Memorandum of Understanding was introduced.
Signed by Jeff Black, Col. Jerry Russell, and Director Reinke

VI. Medical and Compassionate Parole – Chairman Sandy

Determine what situation would qualify for “compassionate/medical” parole. Due to the confidentiality of the information and HIPPA rules further discussion will take place in executive session.

CHAIRMAN ROBIN SANDY MOVED TO DIRECT THE IDAHO DEPARTMENT OF CORRECTION TO DEVELOP A PROCEDURE TO HEAR THESE TYPES OF CASES TO EXCLUDE MURDERERS, HIGH RISK SEX OFFENDERS, AND LIFE SENTENCES. VICE CHAIRMAN CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.

VII. Emergency Preparedness Training – Al Ramirez

- Al presented the new NIMS compliant system that is currently being implemented within the department

SECRETARY JAY NIELSEN MOTIONED TO MOVED INTO EXECUTIVE SESSION & LUNCH AT 11:50 PM. VICE CHAIRMAN CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.

Executive Session began at 11:55 p.m.

1. *To communicate with Paul Panther, Deputy Attorney General, pursuant TO I.C. 67-2345(f) for the Idaho Department of Correction to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Legal implications of pending and imminently likely lawsuits were discussed.*
2. *To communicate with Human Resources Manager Judi Gregory to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student I.C. 67-2345(1)(b). The Board excused everyone from the room and had a private discussion after which a regular executive session was held.*
3. *IC 67-2345(1)(d) To consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code*

VICE CHAIRMAN CAROLYN MELINE MOTIONED TO MOVE OUT OF EXECUTIVE SESSION AT 12:40 P.M. AND INTO REGULAR SESSION. SECRETARY JAY NIELSEN SECONDED THE MOTION. MOTION CARRIED AND PASSED UNANIMOUSLY.

Regular Agenda

VIII. Director’s Report—presented by Director Brent Reinke

- Bringing inmates in from County jails to fill beds
- Working with faith based groups
- Fall 09 – working to schedule 8 different community meetings around the state
- Joanne Woods ground breaking Tuesday August 26th at 9:30am in Idaho Falls

IX. Offender Statistics – presented by Greg Sali

- Greg provided information on the prison population YTD FY2009.

IX. Next Board Meeting Date, Time and Location Confirmation

THE NEXT BOARD MEETING WILL BE NOVEMBER 19TH AT 09:00 AM. MEETING TO BE HELD AT THE IDOC CENTRAL OFFICE BUIDLING.

X. Final Board Discussion

XI. Adjournment

**SECRETARY JAY NIELSEN MOVED TO ADJOURN – 1:20p.m. VICE CHAIRMAN CAROLYN MELINE
SECOND THE MOTION. MOTION CARRIED AND PASSED UNANIMOUSLY. MEETING ADJOURNED
AT 1:25 PM MT.**

Submitted by:

Debi Jessen, Administrative Assistant

Date

Approved by:

Robin Sandy, Chairman

Date